

COMMERCIAL
PHOTOGRAPHY/FILM
PERMIT APPLICATION



TOWN OF SOUTHAMPTON
PARKS & RECREATION DEPARTMENT
CHRISTOPHER F. BEAN, SUPERINTENDENT

lbooker@southamptontownny.gov

6 Newtown Road, Hampton Bays, NY 11946
Phone: (631) 728-8585 Fax: (631) 728-8525

★ ★ ★ PLEASE PRINT ★ ★ ★

APPLICATION DATE _____ FACILITY REQUESTED _____

1. NAME OF PERSON FILING APPLICATION: _____

MAILING ADDRESS: _____ EMAIL: _____

PHONE: CELL _____ OFFICE _____ FAX _____

2. NAME OF ORGANIZATION OR COMPANY: _____

3. TYPE OF PERMIT: ☐ STILL PHOTOGRAPHY ☐ FILM/VIDEO

4. DATE REQUESTED: _____ S M T W T H F SAT
PLEASE CIRCLE APPROPRIATE DAY(S)

TIME REQUESTED: START _____ END _____

ADDITIONAL DATE(S) REQUESTED: _____

ADDITIONAL TIME(S) REQUESTED: START _____ END _____

5. NUMBER OF PERSONS INVOLVED _____ EST.# OF VEHICLES _____

6. WILL A TENT BE USED? ☐ NO ☐ YES IF YES, WHAT SIZE? _____

7. SPECIAL REQUIREMENTS: _____

****DESCRIPTION OF PROPOSED PROJECT & ANY PLANNED ACTIVITY AT LOCATION****

All applications **MUST** include a letter outlining the following information: subject and type of photography/film, proposed project, number in cat and crew, type of costumes, number and type of vehicles, contact information and name of person in charge on site and proposed length of time at each location.

Please give a brief description of the project: _____

8. I have read the rules and regulations governing the use of Town property and agree that by my signature I, as well as the organization, which I represent will abide by them.

SIGNATURE: _____

OFFICE USE ONLY

☐ APPROVED ☐ DENIED REASON: _____

PERMIT NO. _____

☐ SECURITY DEPOSIT REQUIRED: _____

PAYMENT TYPE:

FEE REQUIRED: _____ FEE PAID: _____

☐ CERT. RECEIVED

CHECK NO. _____

INSURANCE REQUIRED ☐ YES ☐ NO AMOUNT (\$1,000,000 LIABILITY W/TOWN AS ADD'L INSURED)

CREDIT CARD _____

COMMENTS _____

CASH _____

☐ SEE DETAIL SHEET ATTACHED

STAFF SIGNATURE / DATE

CC: ☐ MAINTENANCE ☐ PUBLIC SAFETY ☐ PARK SUPERVISOR
☐ BEACH MANGER ☐ POLICE ☐ OTHER _____

MAINT. DIRECTIONS _____
